

**NEW COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST****Includes Multi-Family Housing****Based on 2012 International Building Code**

- ☐ 1 completely filled out permit application (signed and dated).
- ☐ 1 completely filled out water/sewer tap application form and meter set form (signed and dated).
- ☐ 1 completely filled out tap fee calculation form
- ☐ 1 copy of the Wastewater Survey Application.
- ☐ 2 copies of the Soils Report.
- ☐ 2 sets of ASHRAE/IESNA 90.1-2010 or 2012 IECC calculations and statement of compliance stamped by mechanical engineer. See COMcheck on the internet. ([www.energycodes.com](http://www.energycodes.com))
- ☐ 2 sets of structural calculations (stamped by Colorado licensed architect or registered engineer).
- ☐ 2 sets of plan-specifications (stamped by Colorado licensed architect or registered engineer).
- ☐ 5 sets of architectural plans (stamped by Colorado licensed architect or registered engineer).
- ☐ 5 sets of structural plans (stamped by Colorado licensed architect or registered engineer).
- ☐ 5 sets of plumbing plans (stamped by Colorado licensed architect or registered engineer).
- ☐ 5 sets of mechanical plans (stamped by Colorado licensed architect or registered engineer).
- ☐ 5 sets of electrical plans (stamped by Colorado licensed architect or registered engineer).

**Needed for Public Works: Located on 2<sup>nd</sup> floor**

- ☐ 3 sets of civil plans (stamped by Colorado Civil Engineer).
- ☐ Right of Way application
- ☐ Overlot Grading Permit
- ☐ Storm Water Mgmt

**NOTE: ACCEPTANCE OF SUBMITTED PLAN DOCUMENTS AND APPLICATION DOES NOT INFER THAT THEY ARE COMPLETE - THIS WILL BE DETERMINED DURING PLAN REVIEW. ADDITIONAL INFORMATION MAY STILL BE REQUIRED. THE PLAN REVIEW PROCESS WILL NOT START UNTIL ALL THE REQUIRED ITEMS ABOVE ARE SUBMITTED.**

APPLICANT (Signature) \_\_\_\_\_

DATE \_\_\_\_\_

APPLICANT (Printed) \_\_\_\_\_